COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 1997 - JUNE 30, 1998

1. **DEPARTMENT/COURT INFORMATION:**

    Department/Court. _General Services_

    Division/Unit: _All Divisions - A&E, Information Services*, Records_
    * Information Services supports all divisions.

2. **VOLUNTEER PROGRAM BENEFITS:**

    a. GENERAL VOLUNTEER (this section should include community volunteer, student intern, groups, corporations, etc.) Paul Slipsager, Paul Nelson, Walter Harrington, Anthony Brewer, LaCresha Palmer.

    | No. Vol. _5_ | Hours _150_ | x $12.43 | = $14,916 |

    (800/wk. avg.)   (8wks.ea.)
    Types of work performed by GENERAL VOLUNTEERS in this category: _____

    Training and assistance to staff (repairs, installs., etc.)

    b. INSTITUTIONAL VOLUNTEER (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

    | No. Vol. _N/A_ | Hours_____ | x $_____ | = $_____ |

    Types of work performed by INSTITUTIONAL VOLUNTEERS in this category: _____

    Palmer - Microfilming; Slipsager, Nelson, Harrington, & Brewer - Computer
    User support - Installing, repairing, and assisting.

    c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity. These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

Position	Hours	x	VCL	=	Dollar Benefit
Dan Perkins, APM III	745	x	$30/hr.	=	$22,350
(until his death)		x		=	$
		x		=	$
		x		=	$
		x		=	$

| No. Vol. _1_ | Total Hours _745_ | Total Value $ _37,266_ |

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Types of work performed by SPECIALIZED VOLUNTEERS in this category:. _____

Architectural support to staff. _____

d.   TOTALS OF DEPARTMENT VOLUNTEERS (from above):

No. of Volunteers	Hours	Dollar Benefit
2a: 5	1200	$ 14,916
2b: -	-	$ -
2c: 1	745	$ 22,350
TOTALS: 6	1945	$ 37,266

3.   DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items.   Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated	Value	Item Donated	Value
Computer (5)	$1,000	Work Station	$1,000
(IS) Office space	$1,000	(A&E)Computer	$ 500
Training (5)	$ 200	Instr.& Supps.	$ 100

TOTAL VALUE $ 3,950

4.   VOLUNTEER PROGRAM COSTS:

a.   Cost of Direct Supervision of Volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

(Perkins
Moore,Sumrer) Hours 80   x   Rate 35/hr.   =   (2800 + 4500) $ 7300
(K.Umbarger/S.Golji   150 hrs.   X   30/hr.
P.Carpenter/L.Burns)
(4Computer Interns)
(1Records Intern)

b.   Cost of Program Coordination (total hours of program coordination times hourly rate of coordinator(s).   This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

J. Jeffries:

Hours ___30___ x Rate _$25/hr_ ___ = $ 750

                                        $ 8,050

c.   Other program costs (volunteer Training materials/supplies, recognition costs, etc.):

Item	Cost
Equipment & materials	$3,500

TOTAL OF OTHER PROGRAM COSTS   = $ 13,550

d. TOTAL OF VOLUNTEER PROGRAM COST $ 21,600
    (add 4a, 4b, and 4c)

5.   NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) $ 37,266

b. Total of Donations to Voluntcer Program, Item 3 (Page 2) $ 3,950

                 ADD a + b $ 41,216

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3)   ($21,600   )

TOTAL PROGRAM BENEFIT $ 19,616

6. **RECRUITING:**

    Please describe your recruiting programs: Most by word of mouth. One of our
    IS staff works with Grossmont College in IS programs & selects talented
    interns. Our Architect loved his work and volunteered for several years
    until his death.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

    Please describe any special activities and/or achievements your program was involved in
    during the period of this report:

    County is in ongoing upgrading of Computer hard-& soft-ware for Dept.
    of 500+ employees, including reconstructing old parts into improved
    functional computers and utilizing training and skills into County network.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 1998-99:**

    Please describe your program goals. Include activities, number of volunteers,
    recruitment, training, recognition and other goals:

    Continue upgrades, expansions of systems, implementing ISF's in several
    Dept. divisions to generate income for General Fund Dept.'s expenses
    and salaries.

9. **GENERAL INFORMATION:**

    Name of Person Completing Report: Jo Ann Jeffries

    Phone Number: 694-2726   Mail Stop D-361   E-Mail JJEFFRGS

    Volunteer Coordinator: Jo Ann Jeffries

    Phone Number: 694-2726   Mail Stop 0-361   E-Mail JJEFFRGS

10. **DEPARTMENT CERTIFICATION:**

    _____   8/19/98
    DEPARTMENT HEAD SIGNATURE   _____
                                              DATE

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